

## United States House of Representatives

**Position Title:** Inspector General

**Organization:** United States House of Representatives  
<http://www.house.gov/IG>

**Location:** Washington, DC

**Reporting Relationship:** The Inspector General will report to the Committee on House Administration and House Leadership.

**Agency Background:** The Office of Inspector General was initially established in the 103rd Congress pursuant to House Resolution 423, 102nd Congress. In addition, section 204 of P.L. 104-186 (August 20, 1996) transferred certain audit authority from the General Accounting Office to the Inspector General of the House of Representatives.

The OIG has been re-established by each succeeding Congress. The 109th Congress, in House Rule II, clause 6, presently delineates the mission of the OIG. The appointment of the first Inspector General was effective November 14, 1993.

**General Responsibilities:** The Inspector General is appointed for a Congress by the Speaker, the Majority Leader, and the Minority Leader, acting jointly.

Subject to the policy direction and oversight of the Committee on House Administration, the Inspector General (IG) conducts periodic audits of the financial and administrative functions of the House and of joint entities. The IG is responsible for informing the officers or other officials who are the subject of an audit of the results of that audit and suggesting appropriate curative actions. Simultaneously, the IG notifies the Speaker, the Majority Leader, the Minority Leader, and the chairman and ranking minority member of the Committee on House Administration in the case of any financial irregularity discovered in the course of carrying out responsibilities under the enabling clause. The IG is also responsible for submitting to the Speaker, the Majority Leader, the Minority Leader, and the chairman and ranking minority member of the Committee on House Administration a report of each audit conducted under the enabling clause. Finally, the IG reports to the Committee on Standards of Official Conduct all information involving possible violations by a Member, Delegate, Resident Commissioner, officer, or employee of the House of any rule of the House or of any law applicable to the performance of official duties or the discharge of official responsibilities that may require referral to the appropriate Federal or State authorities under clause 3(a)(3) of rule XI.

**Candidate Profile:** The successful candidate should possess the following:

- A sitting Inspector General or Deputy Inspector General or recent and similar experience.
- A minimum of 10 years cumulative progressively responsible administrative, managerial and supervisory experience that provides extensive knowledge of governmental employee relations practices, auditing and inspection practices, internal accountability programs, research and investigation techniques.

**Personal Characteristics:**

- Decisive.
- Ability to work under pressure and make sound decisions with imperfect information.
- Coalition-builder; strong interpersonal skills to form solid relationships both internally and externally.
- Exceptional written and oral communication skills.
- Unquestioned ethical standards.
- Excellent presentation skills, both one-on-one and with large audiences.
- High energy, committed work ethic.

**Education:** Undergraduate degree required; master's degree preferred. Must be a CPA or have other pertinent professional qualifications.

**Compensation:** A competitive Federal Government compensation package will be offered consistent with the successful candidate's capabilities.

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